

CONCENTRATOR REPORTING

High schools report CTE concentrator data to the ADE annually. The **Concentrator Report** is a report initially submitted by April 15 with corrections due at the end of the school year by June 22. This report includes names and other relevant information for:

- Students who meet the concentrator definition by having earned two Carnegie Units in their CTE program of study
- Active programs listed in a school's Program Profile Table or inactivated programs that have a date of April for the current year (a school's Program Profile Table is accessed on the ADE CTE website at <http://www.ade.az.gov/PerfMeasures/splash.asp>)
- Students who left during the current year because they graduated, dropped out, were suspended or expelled, or who were absent for unknown reasons or whose status is unknown.

Sample Online Concentrator Record as viewed in:

<http://www.ade.az.gov/PerfMeasures/splash.asp>

Secondary CTE Program Concentrator Report

Concentrator Information			
CTDS	School Name	Fiscal Year	
12-34-56-001	SAMPLE SCHOOL	2007	
Program		Description	
10.0300		Graphic Communications	
Student Information			
Student Name (First, MI, Last)		Joe	Student
Student Birthdate		8/10/1989	
Gender		Male ▼	
Race		White ▼	
Leave Code		Graduated ▼	
Student SSN (Voluntary)		SAIS ID Number (Mandatory)	1212121212
Confirm SSN		Confirm SAIS ID	1212121212
Federal/State Record Indicator		State	
ICTEP Participation Information			
At Graduation this student was receiving ICTEP services in category:			Economically Disadvantaged ▼
Concentrator Success Information			
Attain at least 80%?	<div style="display: flex; justify-content: space-around;"> Yes <input checked="" type="radio"/> No <input type="radio"/> </div>		
Assessment Method 1 - Standard Record	<div style="display: flex; justify-content: space-around;"> Yes <input checked="" type="radio"/> No <input type="radio"/> </div>		
Assessment Method 2 - State Assessment	<div style="display: flex; justify-content: space-around;"> Yes <input type="radio"/> No <input checked="" type="radio"/> </div>		
Assessment Type 1	▼		
Concentrator Report Information			
Concentrator Report Completed Date	3/5/2007		

The concentrator information represents part of the data used to calculate local and state performance on the Arizona Performance Measures. Reported concentrator information includes:

- Unique county, school type, district, and school number (CTDS)
- Name of School
- Fiscal Year
- Classification of Instructional Program (CIP) program number
- Student's name
- Student's birth date
- Gender
- Race
- SAIS ID Number
- Federal/State record indicator
- ICTEP Participation Information
- Concentrator Success Information
- Assessment Information
- Date Concentrator Report Completed

Optional information includes a student's Social Security Number.

Values for Concentrator Reporting Elements

CTDS – The CTDS number (County Code, Type Code, District Code, and School) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <http://www.ade.az.gov/edd/>. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found in the section CTDS Numbers.

Name of School – The name of the school assigned the reported CTDS number

Classification of Instructional Program (CIP) Program Number – This is the U.S. Department of Education's uniform numbering and classification system of educational programs. Six-digit CIP program numbers for all Arizona CTE programs can be found in the "CTE Program List" section.

Fiscal Year – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2006 through June 30, 2007 would be referred to as FY 2007.

Student Information

Student Name – The first name, middle initial and last name of the concentrator. The middle initial is optional.

Student Birth Date – The month, date, and year of the student's birth reported in the format MM/DD/YYYY, e.g. 08/16/1988. Only birth years for the range of ages 14 through 21 are considered valid birth years. For example, in 2007 the valid range of years is 1985-1993.

Gender – Identifies the concentrator as male or female.

Race – Identifies racial or ethnic groups for required reporting purposes. There are five codes.

- White non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa or the Middle East. Excludes persons of Hispanic origin.
- Black non-Hispanic: A person having origins in any of the black racial groups in Africa. Excludes persons of Hispanic origin.
- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original people of North America and maintaining culture identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

Student Social Security Number (SSN) – The reporting of the concentrator’s social security number is an optional field, when the student or parent voluntarily provides the SSN. If provided, it can be entered on the concentrator record.

During data entry, the SSN number is entered twice, to confirm that the set of digits entered is the correct one for this concentrator record. Once the concentrator record has been successfully submitted to the CTE database, the SSN appears as a line of asterisks (*****), making it invisible to anyone reading the online concentrator record.

SAIS ID Number – The Student Accountability Information System (SAIS) unique identification number is assigned by the Department of Education to each Arizona student. The SAIS is a required field on the concentrator record. During data entry, the SAIS ID number is entered twice, to confirm that the set of digits entered is the correct one for this concentrator record. Once the concentrator record has been successfully submitted to the CTE database, the SAIS ID only appears once.

Federal/State Record Indicator – The first concentrator record entered for a student, or any duplicate concentrator record identified by the school as the “federal” record, is included in the performance measure calculations. Any duplicate concentrator records entered for the same student are designated “state” records. State records are used only in state placement funding calculations, when the placement is related to the concentrator’s high school CTE program of study. Choosing whether the concentrator record should be identified as federal can depend on several factors:

- Does the program need more concentrators to show a reasonable number of concentrators for the size of the program enrollment?
- Does the program need more concentrators to meet the expected performance level?
- Does the program need more nontraditional student concentrators to meet the expected performance level?

ICTEP Participation Information

The Individualized Career and Technical Education Plan (ICTEP) is required for each CTE student who is reported as a member of a special population category and who is receiving special services in order to succeed in his/her CTE program. In the event a student is eligible in more than one category, select the one that most appropriately defines the need for services. An acceptable ICTEP is a written plan that specifies the following:

- Eligible category in which services are provided to this student
- Student's goals, strengths, and weaknesses
- Services required to reach those goals
- Person or agency assigned to provide the service and
- Student's performance level after receiving the services.

Sample services/modifications/accommodations for ICTEP students include the following: smaller classes, modified classroom or equipment, tutoring services, alternative assessment instruments or strategies, and/or additional time for completion of tests and assignments.

Concentrator Success Information

Attain at least 80% – Identifies with a “yes” or a “no” answer whether the student attained at least 80% of the total program standards

Assessment Method – Identifies with a “standard record” or “state assessment” answer the method used to determine the percentage of total program standards attained for this concentrator.

Leave Code – Identifies with an “expelled”, “absence”, “drop out”, “graduated”, or “still enrolled” answer whether a student has left school or is still enrolled.

Note: Students who are still enrolled are not included in the performance measures calculations, but remain “stored” in the CTE database until the school changes the concentrator's leave code. This list “rolls over” each year to be available at the start of a new reporting period. Schools can save time by reviewing the list of “still enrolled” concentrators each year and changing the leave codes to match the student's current status. As soon as the concentrator record has an “expelled”, “absence”, “drop out”, or “graduated” code, the concentrator record appears on the list of concentrators to be included in the current year performance measures and disappears from the “still enrolled” list of concentrators.

Name of Test – Identified as an “industry-recognized assessment,” “nationally validated test bank,” or “alternative assessment”. This identifies how the concentrator was assessed to measure whether the student attained at least 80% of the total program standards. As Arizona endorses specific industry-validated assessments for CTE programs, they will appear as possible answers in this item.

Concentrator Report Information

Concentrator Report Completed Data – The date the record is submitted is entered automatically by the system in the format MM/DD/YYYY, e.g. 05/16/2006. This is a read-only field.

Submit – Clicking on the submit button sends the information from the school's data entry computer to the CTE online database. Messages regarding any errors in the concentrator record will be returned immediately to the school's data-entry computer. Possible errors include blanks in required fields (e.g. Student first and last name is required) or invalid values in required fields. If no errors are detected, a "There were no errors saving this record" message appears prompting the data entry computer to click the "finish" button for the concentrator record. After clicking "finish," the concentrator record appears on the list of concentrators and is available to view, modify, or delete.

Process for Reporting CTE Concentrator Information

Choose method of submitting concentrator information:

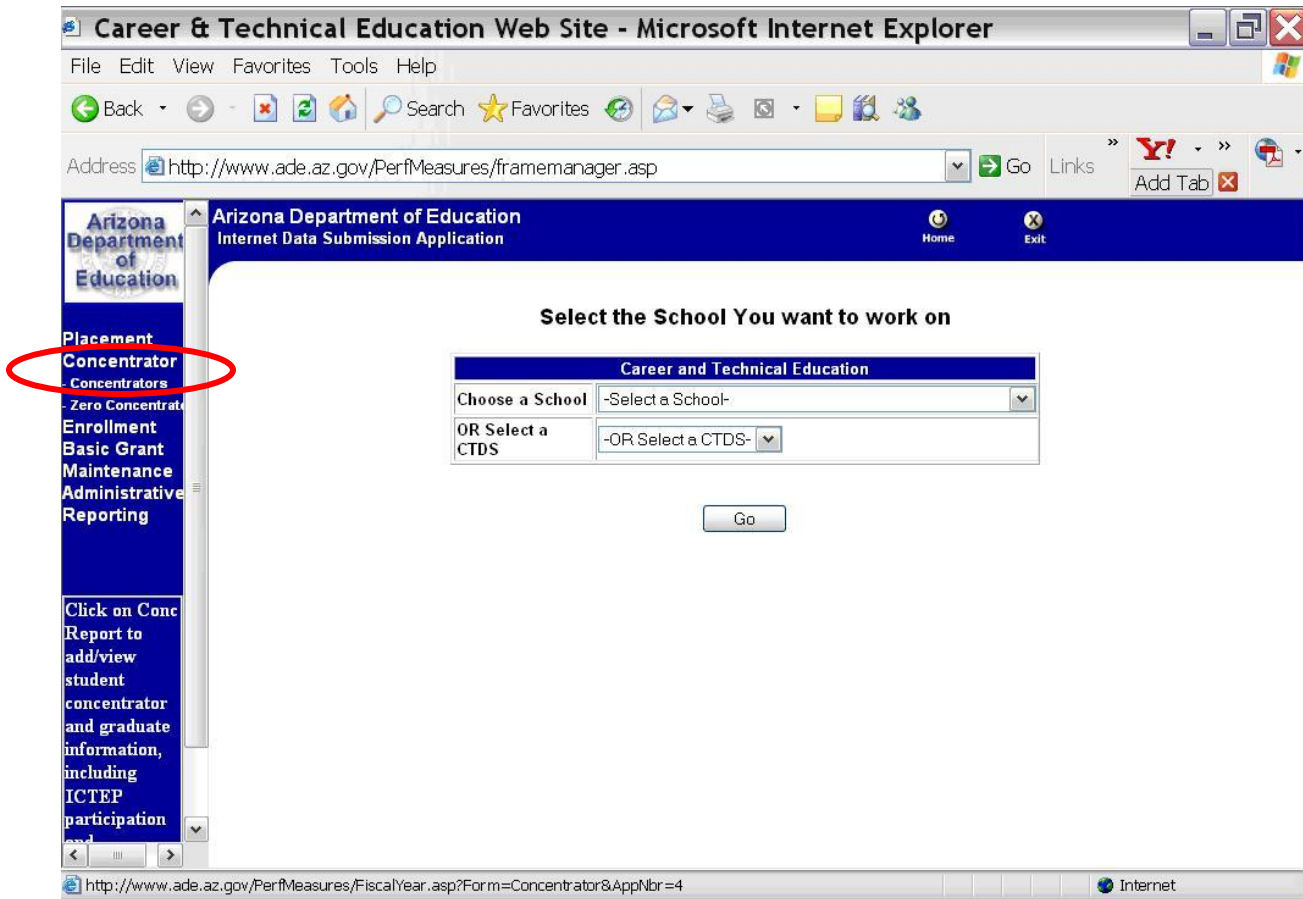
- Online
- Text file

The process for reporting concentrators online begins on the next page. The process for reporting concentrators in a text file follows.

Process for Online Concentrator Reports

Step 1 Access the online system <http://www.ade.az.gov/PerfMeasures/splash.asp>. The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. Online user manuals for login and for entering concentrator records and are found at <http://www.ade.az.gov/cte/DIG/> “Logging into the System” and “Adding a New Concentrator.”

Step 2 Select the Concentrator on the left side of the page.



Step 3 Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

Step 4 Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the “Click Here to Change” link or the “back” button to return to the school selection screen.

The screenshot shows a Microsoft Internet Explorer browser window titled "Career & Technical Education Web Site - Microsoft Internet Explorer". The address bar shows the URL "http://www.ade.az.gov/PerfMeasures/framemanager.asp". The page header includes the Arizona Department of Education logo and the text "Arizona Department of Education Internet Data Submission Application". Below the header, it says "Editing School : SAMPLE SCHOOL" with a link "Click Here to Change". The main content area is titled "Concentrator Fiscal Year Selection" and contains a table titled "Listing of Fiscal Years". The table has a single column "Fiscal Year" with links for each year from 2007 to 2000. Below the table is a "< Back" button. At the bottom, there is a section titled "Definition of a Program Concentrator:" with two numbered criteria.

Arizona Department of Education
Internet Data Submission Application
Editing School : SAMPLE SCHOOL
[Click Here to Change](#)

Concentrator Fiscal Year Selection

Fiscal Year
2007 Graduates
2006 Graduates
2005 Graduates
2004 Graduates
2003 Graduates
2002 Graduates
2001 Graduates
2000 Graduates

[< Back](#)

Definition of a Program Concentrator:

Student who:

1. Has transcribed three (3) or more Carnegie Units/credits in a State-recognized sequence for an approved Career and Technical Education program; OR
2. Has transcribed two (2) Carnegie Units/credits in a State-recognized sequence for an approved Career and Technical Education program, but only in those program areas where two (2) Carnegie Units/credit sequences at the secondary level are recognized by the State. In both cases the Carnegie Units/credits must be in a single Career Preparation program as outlined in the CTE Handbook.

Step 5 To enter concentrator information, click on the current year at the top of the “Listing of Fiscal Years.”

Step 6 Check whether the school already has concentrator records entered as “still enrolled” from previous years, by clicking on the “Include only Students Still Enrolled” box and then clicking on Go. A new list of only students still enrolled will display. Be sure and check whether any students on this list have left high school this year. Change the leave code for any student who left because of graduation, dropping out, expulsion, or whose status is unknown. When the leave code is changed from “still enrolled,” the concentrator record moves to the concentrator list to be used in performance measures for the current year.

Career & Technical Education Web Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ade.az.gov/PerfMeasures/framemanager.asp> Go Links

Arizona Department of Education
Internet Data Submission Application

2007 Secondary CTE Program Concentrator Report

☒ Include only Students Still Enrolled

Check this box to include students still enrolled (not graduated yet) in this list. Not checking this box will exclude all Still Enrolled students from this list.
All students have been sorted by Last Name (within their program). To sort by Program first and then Last Name within their program, click on the highlighted Program title, next to First Name.

When you are done entering all students, Click Here When Finished:

*****Legend*****
TP = Tech Prep
F/S = Federal/State Record Indicator
C? = Completer?
LC = Leave Code

Leave Code Values:
E1 Still in School
W3 Expelled
W4 Absence
W5 Dropout

Done Internet

Step 7 To see the concentrators that have left school and will be used in this year’s performance measures, uncheck the box and click on Go. A new list of concentrators with leave codes will display.

Step 8 To enter a concentrator record, click on “Click Here to Add.”

Arizona Department of Education
Internet Data Submission Application

Legend:
 TP = Tech Prep
 F/S = Federal/State Record Indicator
 C? = Completer?
 LC = Leave Code
Leave Code Values:
 E1 Still in School
 W3 Expelled
 W4 Absence
 W5 Dropout
 W7 Graduated
Delivery Methods:
 CP = Career Preparation course
 LVL = AZ VTE Levels I-II-III course
 This list Excludes all Still Enrolled Students

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL [Add New Record](#)

Last Name	First Name	Program	Number	TP	F/S	C?	LC	ICTEP	Action
Student	Joe	Allied Health Services	51.0800		S	Y	LVL	W7	NO View Modify Delete
Student	Joe	Accounting and Related Services	52.0300		F	Y	CP	W7	NO View Modify Delete

< Back

Step 9 Select a program either by selecting a program name from the drop down box or select a program number from the drop down box. Click on the “Submit” button.

Arizona Department of Education
Internet Data Submission Application

Secondary CTE Program Concentrator Report

Concentrator Report Information

Choose a Program Description:

OR Select a Program Number:

Select the graduation Fiscal Year:

Step 10 Enter data for the Student Information including name, birth date, gender, race, and SAIS ID. It is optional to enter data for the Social Security Number.

Step 11 Enter data for the ICTEP Participation information. The selection defaults to “Non-ICTEP” if no information is entered.

Step 12 Enter data for the Concentrator Success Information including attain at least 80%, assessment method, leave code, and name of test.

Concentrator Information			
CTDS	School Name		Fiscal Year
12-34-56-001	SAMPLE SCHOOL		2007
Program		Description	
46.0400		Construction Technologies	
Student Information			
Student Name (First, MI, Last)		<input type="text"/>	
Student Birthdate		<input type="text"/>	
Gender		<input type="text"/>	
Race		<input type="text"/>	
Leave Code		<input type="text"/>	
Student SSN (Voluntary)	<input type="text"/>	SAIS ID Number (Required)	<input type="text"/>
Confirm SSN	<input type="text"/>	Confirm SAIS ID	<input type="text"/>
ICTEP Participation Information			
At Graduation this student was receiving ICTEP services in category:			<input type="text" value="Economically Disadvantaged"/>
Concentrator Success Information			
Attain at least 80%?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Assessment Method 1 – Standard Record	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Assessment Method 2 - State Assessment	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Assessment Type 1	<input type="text"/>		
Assessment Type 2	<input type="text"/>		
Concentrator Report Information			
Concentrator Report Completed Date	<input type="text" value="04/09/2007"/>		

You must hit the submit button to save any changes made

Step 13 Click on the Submit button to save the data.

Step 14 Check for error messages, such as the sample message below.

Concentrator Information			
CTDS	School Name		Fiscal Year
12-34-56-001	SAMPLE SCHOOL		2007
Program		Description	
48.0500		Welding Technology	
Student Information			
Student Name (First, MI, Last)	Jill	Student	
Student Birthdate	08/10/1989		
Gender	Female ▼		
Race	White ▼		
Leave Code	Graduated ▼		
Student SAIS Id Number must be provided.			
Student SSN (Voluntary)		SAIS ID Number (Mandatory)	
Confirm SSN		Confirm SAIS ID	
ICTEP Participation Information			
At Graduation this student was receiving ICTEP services in category:			Economically Disadvantaged ▼
Concentrator Success Information			
Attain at least 80%?	Yes <input type="radio"/>		No <input type="radio"/>
Assessment Method 1 – Standard Record	Yes <input type="radio"/>		No <input type="radio"/>
Assessment Method 2 - State Assessment	Yes <input type="radio"/>		No <input type="radio"/>
Assessment Type 1	▼		
Assessment Type 2	▼		
Concentrator Report Information			
Concentrator Report Completed Date	04/09/2007		

You must hit the submit button to save any changes made

Submit	Cancel
--------	--------


Correct any errors and repeat Step 13 by clicking on the Submit button.

Step 15 Click on Finish if there are no errors in the concentrator record. The record will be added to the database, the student name will appear on the concentrator list, and the information can be viewed or modified on the concentrator record.

Concentrator Report	
There were no errors saving this record.	Finish

Step 16 Add additional concentrator records for all programs at this school. The summary page (concentrator list) will continue to grow as concentrator records are added. Concentrator records can be entered in any order. The list will automatically sort concentrator records by the CTE program CIP number, starting with the lower CIP.


Note: It is possible to sort the concentrator list by student name if needed, which is helpful in searching for duplicate concentrator records. Looking at duplicates is helpful to see which record is set to federal or state for any concentrator with more than one record. Sort the list by student name by clicking on the Last Name column.



Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL										+ Click Here to Add		
Last Name	First Name	Program	Number	TP	F/S	C?	LC	ICTEP	Action			
Kerwin	Donna	Graphic Communications	10.0300		F		W7	NO	View	Modify	Delete	
Lane	Nathan	Fire Science	43.0200		F		W3	NO	View	Modify	Delete	

This will sort the concentrator list alphabetically by last name.

The list can be sorted back into CTE programs by clicking on the Program column.



Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL										+ Click Here to Add		
Last Name	First Name	Program	Number	TP	F/S	C?	LC	ICTEP	Action			
Kerwin	Donna	Graphic Communications	10.0300		F		W7	NO	View	Modify	Delete	
Lane	Nathan	Fire Science	43.0200		F		W3	NO	View	Modify	Delete	
Student	Jack	Construction Technologies	46.0400		F		W7	NO	View	Modify	Delete	
Student	Joe	Fire Science	43.0200		F		W5	AC	View	Modify	Delete	
Student	Joe	Construction Technologies	46.0400		S		W7	NO	View	Modify	Delete	

Step 17 When done modifying/adding all students, click the Finish button below the text “Click Here When Finished”.

☐ Include only Students Still Enrolled

Check this box to include students still enrolled (not graduated yet) in this list. Not checking this box will exclude all Still Enrolled students from this list.

All students have been sorted by Last Name (within their program). To sort by Program first and then Last Name within their program, click on the highlighted Program title, next to First Name.

**When you are done entering all students,
Click Here When Finished:**



*****Legend*****


TP = Tech Prep

F/S = Federal/State Record Indicator

C? = Completer?

LC = Leave Code

This list Excludes all Still Enrolled Students

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL										 Click Here to Add		
Last Name	First Name	Program	Number	TP	F/S	C?	LC	ICTEP	Action			
Kerwin	Donna	Graphic Communications	10.0300		F		W7	NO	View	Modify	Delete	

Clicking the “Finish” button will cause the programs in the school’s current year course enrollment to be compared to programs in the concentrator list.

If the comparison shows that all CTE programs at this school have either concentrators or a zero concentrator report, an email is sent to the CTE inbox screen. This screen message will appear on the computer:

2007 Concentrators:

Your Concentrator Report data entry is complete.

**An e-mail has been sent to Career and Technical Education at
CTEDataCollection@azed.gov regarding the completion of your 2007
Secondary CTE Program Concentrator Reports.**

No further action is needed, however, you may continue to add or modify concentrators and Zero Concentrator reports. The “Click Here When Finished” button is a reminder button and can be used as often as needed. It is a tool to let schools and districts know if they are missing any programs in their concentrator reporting for which there is course enrollment.

Step 18 If the comparison shows that any program is missing concentrator information and does not have a zero concentrator report, a message page will appear.

The message page lists programs missing required concentrator reports. Either

- Click on the “Next” button at the bottom of the message to return to the

- concentrator list and Enter data for the missing concentrator records or
- Click on “Zero Concentrators” in the left margin and enter a Zero Concentrator Report, as appropriate to the circumstances of each program.

2007 Concentrators/Zero Concentrators are missing for the following programs:

For 12-34-56-001 Sample High School	
Program CIP	Program Description
510800	Allied Health Services
520200	Business Mgmt & Admin Services
131220	Early Childhood Education
131210	Education Professions
151200	Information Technology
430100	Law Public Safety and Security
521800	Marketing Management and Entrepreneurship
511600	Nursing Services
100200	Audiovisual Technology

2007 Course Enrollment was received by CTE for the programs listed above. Please either:

- click on the "Next" button at the bottom of this message to return to the concentrator list and enter the the missing concentrator records or
- click on “Zero Concentrators” in the left margin and enter a Zero Concentrator Report, whichever is appropriate to the circumstances of each program.

This step must be completed for each program to comply with the required reporting of concentrator performance information.

[Next >>](#)

Note: The missing reports must be filed for each program to comply with the required reporting of concentrator performance information. A program becomes ineligible for funding if it fails to participate in the required concentrator reporting.

The message page provides additional information by listing any programs with no concentrators identified. If all programs have at least one concentrator identified, this list does not appear on the message page.

Identifying programs that are missing concentrators promotes awareness that these programs have zero performance on performance measure 2S1 for Technical Skill Attainment in the current year unless concentrators are identified before the April 15 reporting deadline. If no concentrators are identified in the current year, the program will have zero performance on performance measure 5S1 Secondary Placement next year. Such conditions can affect program approvals.

Entering Duplicate Concentrator Records

Many schools have students who earn enough Carnegie Units/Credits to be a concentrator in more than one CTE program. It is possible to enter duplicate concentrator records for the same student, although only one concentrator record for each student is ever used in performance measures calculations. A concentrator record entered for a student is always set as the “federal” record to be counted in the performance measures calculations. When a duplicate concentrator record is entered, a message screen appears identifying the duplicate record and asking for a designation of the federal record by choosing between:

- Setting the duplicate concentrator record as the federal record
- Setting the duplicate concentrator record as a state record

2007 Secondary CTE Program Concentrator Report

Joe Student already has an existing record. Before we can add **Joe Student** in new program **Graphic Communications**, please choose one of the following :

<input type="radio"/>	Set Graphic Communications as Federal record.
<input type="radio"/>	Set Graphic Communications as State record.

You must hit the submit button to save any changes made

Cancel	Submit
--------	--------

Concentrator Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2007
Program		Description
10.0300		Graphic Communications
Student Information		
Student Name (First, MI, Last)	Joe	Student

State records are used only in state placement funding calculations when the placement is related to the concentrator’s high school CTE program of study. A related placement is one that directly uses or builds on the occupational standards acquired in the student’s high school CTE program.

When the placement information is entered on the state record and there is no placement information on the federal record, the federal record automatically records the same type of placement (e.g. education, military or employment) as the state record. The federal record will count this placement in the performance measures calculations. The federal record designates the placement as not related to the concentrator’s high school CTE program.

Choosing Between Identifying Concentrators as Federal or State Records

Choosing whether the duplicate concentrator record should be identified as federal is done by the school or district entering the information. The choice can depend on several factors:

- Does the program need more concentrators to show a reasonable number of concentrators for the size of the program enrollment?
- Does the program need more concentrators to meet the expected performance level?
- Does the program need more nontraditional student concentrators to meet the expected performance level?

The Federal/State indicator appears as a column on the concentrator list.

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL										+ Add New Record		
Last Name	First Name	Program	Number	TP	F/S	C?	DM	LC	ICTEP	Action		
Student	Joe	Graphic Communications	10.0300		S	Y	LVL	W7	NO	View	Modify	Delete
Student	Joe	Allied Health Services	51.0800		S	Y	LVL	W7	NO	View	Modify	Delete
Student	Joe	Accounting and Related Services	52.0300		F	Y	CP	W7	NO	View	Modify	Delete

Process for Text File Concentrator Reports

Step 1 Acquire text file layout definitions for concentrator files at:
<http://www.ade.az.gov/cte/GrantsMIS/filelayout/CTEConcentrator.asp>.

Submitting data in text files requires the correct record format so local district information loads without errors into the ADE CTE Performance Measures Database.

Step 2 Review the text file layout definitions to determine whether the school or district data can meet the requirements.

Step 3 Inform CTE of the intention to submit text files. Since the local process of extracting or compiling concentrator information often requires coordinating between CTE staff and local Information Technology or MIS personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the April 15 reporting deadline. Letters are sent annually in February or March to prospective districts intending to submit text files.

Step 4 Create the concentrator text file.

Step 5 By early June, include the school name in the subject line and email the concentrator file to ADE CTE at: CTEDataCollection@azed.gov.

Step 6 ADE CTE logs the receipt of the concentrator file and processes the file.

Step 7 ADE CTE sends a confirmation email informing the school or district of the number of valid concentrator records successfully loaded to CTE database and notes any errors.

Step 8 CTE faxes a concentrator error report to school or district. Error reports are generated if records in the text files do not load completely. These errors must be corrected and the text files re-formatted at the local school or district, re-sent to CTE, and re-loaded into the ADE CTE Performance Measures Database. Since this often involves discussions with local IT or MIS personnel, it is important that local staff is available and accessible during this phase and have not left for the summer break.

Step 9 Once all valid records are loaded, access the online system
<http://www.ade.az.gov/PerfMeasures/splash.asp>.

The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. The online user manual for login is found at <http://www.ade.az.gov/cte/DIG/> under "Logging into the System."

Step 10 Select “Concentrator” on the left side of the page.

Arizona Department of Education

Internet Data Submission Application

Home Exit

Select the School You want to work on

Career and Technical Education

Choose a School -Select a School-

OR Select a CTDS -OR Select a CTDS-

Go

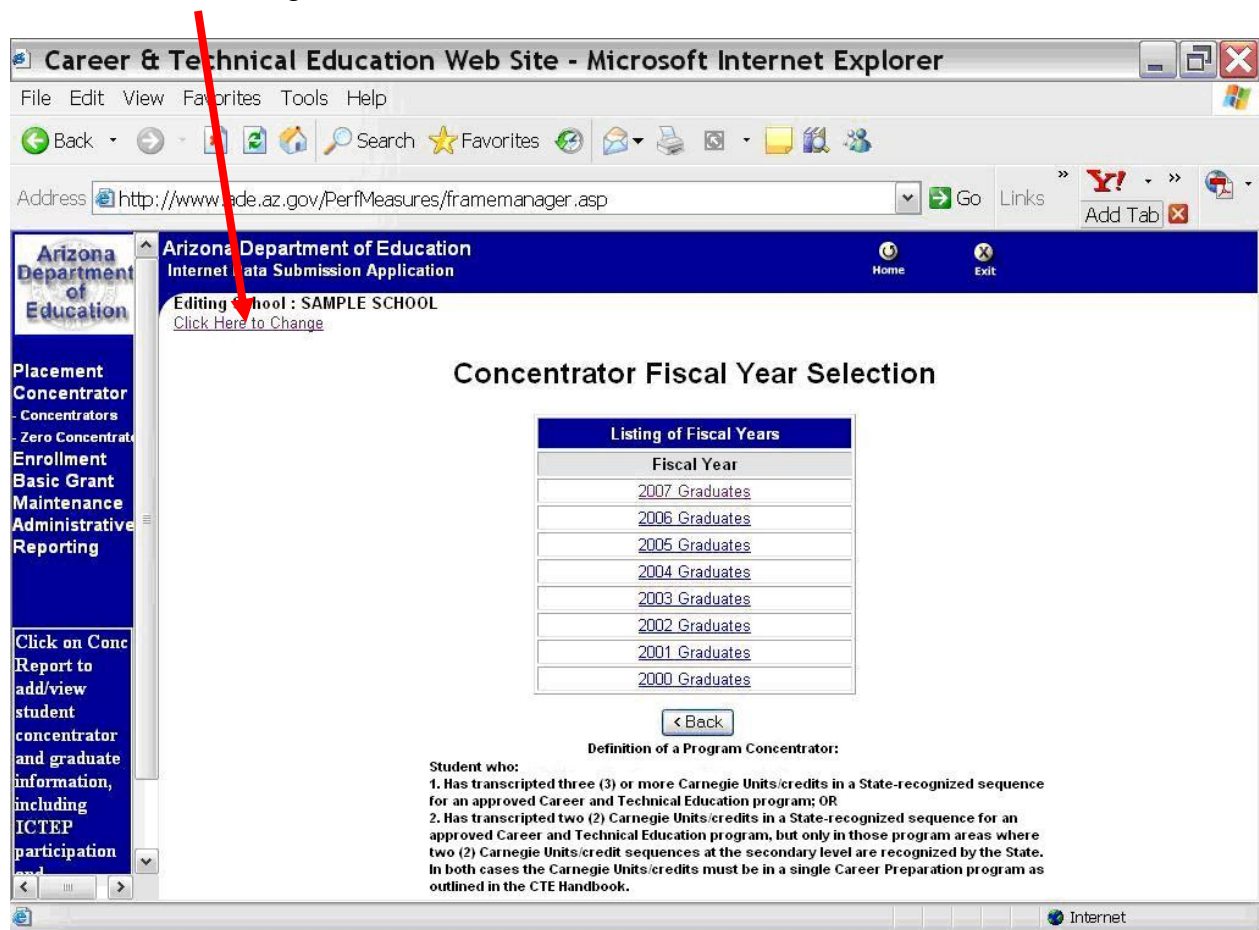
Click on Conc
Report to
add/view
student
concentrator
and graduate
information,
including
ICTEP
participation
and

http://www.ade.az.gov/PerfMeasures/FiscalYear.asp?Form=Concentrator&AppNbr=4

Internet

Step 11 Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

Step 12 Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the “Click Here to Change” link or the “back” button to return to the school selection screen.



Step 13 Click on the current year at the top of the “Listing of Fiscal Years.”

Step 14 Check for programs that are missing concentrators. Click the “Finish” button below the text “Click Here When Finished”. The online tool for identifying missing concentrators and/or zero concentrator reports is available immediately when valid concentrator records are loaded into the online system. The district’s concentrator information is expected to be accurate and complete by the April 15 reporting deadline.

☐ Include only Students Still Enrolled

Check this box to include students still enrolled (not graduated yet) in this list. Not checking this box will exclude all Still Enrolled students from this list.

All students have been sorted by Last Name (within their program). To sort by Program first and then Last Name within their program, click on the highlighted Program title, next to First Name.

**When you are done entering all students,
Click Here When Finished:**



*****Legend*****


TP = Tech Prep

F/S = Federal/State Record Indicator

C? = Completer?

LC = Leave Code

This list Excludes all Still Enrolled Students

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL											 Click Here to Add	
Last Name	First Name	Program	Number	TP	F/S	C?	LC	ICTEP	Action			
Kerwin	Donna	Graphic Communications	10.0300		F		W7	NO	View	Modify	Delete	

Clicking the “Finish” button will cause the programs in the school’s current year course enrollment to be compared to programs in the concentrator list.

If the comparison shows that all CTE programs at this school have either concentrators or a zero concentrator report, an email is sent to the CTE inbox screen. This screen message will appear on the computer for the correct year. For example, in 2007 this message would appear:

2007 Concentrators:

Your Concentrator Report data entry is complete.

**An e-mail has been sent to Career and Technical Education at
CTEDataCollection@azed.gov regarding the completion of your 2007
Secondary CTE Program Concentrator Reports.**

No further action is needed. Data entry may continue to add or modify concentrators and Zero Concentrator Reports, even though the initial list was added with a text file. The school or district can continue to add, modify or delete files using the online system until the reporting deadline of April 15.

The “Finish” button is a reminder button and can be used as often as needed. It is a tool to let schools and districts know if they are missing any programs in their concentrator reporting for which there is course enrollment.

Step 15 If the comparison shows that any program is missing concentrator information and does not have a zero concentrator report, a message page will appear. The message page lists programs missing required concentrator reports. Either:

- Click on the “Next” button at the bottom of the message to return to the concentrator list and Enter data for the missing concentrator records or
- Click on “Zero Concentrators” in the left margin and enter a Zero Concentrator Report, as appropriate to the circumstances of each program.

2007 Concentrators/Zero Concentrators are missing for the following programs:

For 12-34-56-001 Sample High School	
Program CIP	Program Description
510800	Allied Health Services
520200	Business Mgmt & Admin Services
131210	Early Childhood Education
131200	Education Professions
151200	Information Technology
430100	Law Public Safety and Security
521800	Marketing Management and Entrepreneurship
511600	Nursing Services
100200	Audiovisual Technology

2007 Course Enrollment was received by CTE for the programs listed above. Please either:

- Click on the "Next" button at the bottom of this message to return to the concentrator list and enter the the missing concentrator records or
- Click on “Zero Concentrators” in the left margin and enter a Zero Concentrator Report, whichever is appropriate to the circumstances of each program.

This step must be completed for each program to comply with the required reporting of concentrator performance information.

Note: The missing reports must be filed for each program to comply with the required reporting of concentrator performance information. Failing to participate in the required concentrator reporting process results in a program becoming ineligible for funding.

The message page provides additional information by listing any programs with no concentrators identified. If all programs have at least one concentrator identified, this list does not appear on the message page.

Identifying programs that are missing concentrators promotes awareness that these programs have zero performance on performance measure 2S1 for Technical Skill Attainment in the current year unless concentrators are identified before the April 15 reporting deadline. If no concentrators are identified in the current year, the program will have zero performance on performance measure 5S1 Secondary Placement next year. Such conditions can affect program approvals.